

RFMS STEERING COMMITTEE MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 11 September 02
Meeting Time: 1500~1630 **Meeting Place:** Kaizen No Yochi

People Present: RE, DRE, DOICC, C09, C10, LCDR Gersh, C130 (Recorder/ Facilitators)

Decision Made, Actions Planned, Tasks to be Done	Person Responsible
Goal 1: By 30 April 03 Complete Design of RFMS	CAPT Orndoff
Goal 2: Develop/execute transition of Utility Business Line to NWCF	Mr. Roundtree
Goal 3: Develop PWT concept of OPS by Apr 03	LCDR Quattlebaum
Goal 4: By 1 Feb 03, develop an aggressive energy conservation program for the CNFJ Region	CAPT(S) Hemstreet
Goal 5: By 30 Apr 2003, develop methods to analyze effectiveness and efficiency of RFMS.	CDR Poindexter
Goal 6: During FY03 Develop a Comprehensive Facility Management SRM Investment Strategy	CAPT(S) Hemstreet
Members get together and review the finalized out put on <u>Oct 9, at 0900</u> . Goal advocates may invite objective owners as subject matter experts.	RFMS Committee mebers

1. CAPT Orndoff's Remarks:

Briefed RADM Chaplin on the outcome of the Strategic Planning Off-site conference received positive comments. RADM Chaplin showed strong commitment on energy conservation effort. Next step is having VTC with Base CO.

CAPT Orndoff is tasking each BLM to develop one page success story.

He is still looking to visit Sasebo to brief his RFMS concept to new base CO.

2. Reassess Goal Advocate:

Committee members further discussed on assigning goal advocates, and they assigned goal advocates above.

3. Review 90 Day Win List:

Committee members reviewed 90 Action List. In reviewing finalized strategic planning out put, members decided to review down to tactic level.

4. Discuss Method for Monitoring Strategic Plan Execution:

Committee members agreed to hold off-site meeting semi annually. It will be scheduled with recurring event such as JFIP IPL meeting. Next off-site will be Feb/ March time frame after the JFIP Board.

5. RFMS Personnel Recruitment Status:

Ms. Bowie provided RFMS Personnel Recruitment Status. She noted Utilities BLM went into HRSC for recruitment in the week of 2 September, and Maintenance BLM went out on 10 Sept.

6. Discuss Lessons Learned from the Last Week Strategic Planning Off-site Conference

Mr. Roundtree summarized general feedbacks from the conference participants, and shared following responses with other committee members:

- Conference room was satisfactory
- Expectation is generally met or exceeded
- Model was adequate
- More internal support for logistics is needed
- Room was too hot on the first and second day

CAPT Orndoff added that a representative from Regional Business Office is important.

7. Brief on RE's Initiatives:

CAPT Orndoff shared RE's Initiative brief prepared for CAPT James, CFAS.

8. Report from RPM Board:

Mr. Roundtree attended RPM Board held at CNFJ. Mr. Roundtree noted Mr. Crecelius introduced the new CNFJ personnel management instruction.

9. Recurring Meeting Management:

Members discussed and decided to schedule the recurring meeting as follow:

- Week-a-head Meeting- Monday 1100~1200
- RFMS Steering Committee Meeting- Wednesday 1000~1130
- Task Review Meeting- Friday 1030~1130

10. Next RFMS Steering Committee Meeting will be held on 18 Sept at 1000 at Kaizen No Yochi Conference Room.

Roundtable: